iradCommunity
SA Meeting — Oct. 25 @ 6 p.m.

WeWrite
Researching for the Literature Review — Oct. 24

unding
Major grant deadlines!
CareerPrep
ep.edu/graduate/pd

- 3MT, summer seminar, and skills workshops

- Future Faculty programming & collaboration with CFLD

- Support consultations & resources related to the job search, career diversity
Today

- Professional dress, grooming, and basics
- Networking
- Elevator Speech
- Social Media
- Q&A

What is professionalism anyway?
One definition:

“the conduct, aims, or qualities that characterize or mark a profession or a professional person”
Basics!

Poise, propriety, confidence, respect

- Personal Space (& other issues that vary by culture)
- Gender/Sexuality
  - Assumptions
  - Intimate questions/activity
  - Sharing the conversation
- Academic Conferences & Performativity

“Toiling away at a major conference, the grad student gets distracted by carefree senior faculty who are in vacation mode.”

-legogradstudent.tumblr.com
Grooming & Appearance
- Cleanliness
- Colognes & perfumes
- Business vs Business Casual vs. Academic Casual
Is networking....

Uncomfortable?  Intimidating?  Ins
Embarrassing?  Confusing?  Scary?
It can also be ...

Genuine
Useful
Friendly
Easy
Effective
Empowering
Why should you network?

• Learn about career options and jobs
• Make contacts for internships and jobs
• Improve communication skills and confidence
• Practice professional behavior
• Spread the word about UTEP and your program
First Impression –
the Handshake
Professional Conversation Starters

• Be prepared (practice)
• Be positive and confident
• People like to talk about themselves
• Use open ended questions versus yes/no questions
• Firm handshake and eye contract
• Keep it simple
• Keep it you
Watch Out for ... 

• Constantly checking device 
• Rambling / Redundancy 
• No eye contact 
• Overreliance on notes 
• Monotone rather than dynamic 
• Distracted / Unfocused 
• Verbal fillers – um, uh, like, you know? 
• Fidgety or rushed
Exit Strategy

“It’s been great speaking with you but I think I will:
• get something to eat.
• go to my room – it’s been a long travel day.
• check out the city.
• wax my dog.
Do you have a business card? Thank you.”
Elevator Speech

A short speech that effectively describes:

• Who you are
• What you do
• What you’re interested in
• How you bring value
Elevator Speech

Think—Pair—Share
Set the Scene ...

• We’re at a networking event on the first night of a national conference.

• The keynote session, panels, and posters all start tomorrow morning.

• This evening is a buffet of hors d’oeuvres, drinks, cash bar.
Set the Scene ...

- Conversation Starters
- Practice:
  - Eye Contact
  - Handshake
  - Networking
  - Conversation Starters
  - Notes
  - Elevator Speech
  - Exit Strategy
  - Repeat
Social Media

• Consider these steps before making an impulsive choice on social media
• Ethics and etiquette lead to professionalism

Personal Social Action
(As An Individual)

Is it all about me?
(Spend time complimenting not just boasting)

Am I stalking someone?
(Don’t be too aggressive in outreach)

Am I spamming them?
(Don’t make everything self-serving)

Am I venting/ranting?
(Do not post negative comments or gossip)

Did I ask before I tagged?
(Check before you tag people in photos)

Did I read before commenting/sharing?
(Don’t jump to conclusions)

Am I grateful and respectful?
(Respond and thank those who engage)

Is it the right place for the message?
(Some messages should be given in person)

Am I in the right account?
(Don’t post personal info. on brand accounts)

Q&A